

EL PASO COUNTY

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PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CRAIG DOSSEY, EXECUTIVE DIRECTOR

Minutes for November 21, 2016

Early Assistance Meeting – EA-16-116 – Vollbracht Minor Subdivision

Commissioner District 2

Members Attending

Nina Ruiz, Project Manager and Planner II
Elizabeth Nijkamp, P.E. Engineering Review Manager
Gilbert LaForce, Engineer II (not able to attend meeting)
Tracey Garcia, Administrative Specialist
Fred Vollbracht, Applicant/Owner
Joseph Alessi, Alessi and Associates
Aaron, Vollbracht, Prospective Owner
Jenna Vollbracht, Prospective Owner

Applicant Summary

The application request is to subdivide 37 acres into 4 lots.

Planning Division

- The property is zoned RR-5 (Rural Residential).
- The setbacks for the RR-5 zone are 25' front, rear, and sides; 30' maximum building height; and 5 acre lot minimum.
- A minor subdivision application for a final plat will be required to subdivide the subject property into separate lots.
- If private roads are planned, applicant(s) should request a waiver. Staff recommends public roads. Should the roads be private they must still be built to count standards.

Minor Subdivision (\$4537)

- A Minor Subdivision will be required. This requires a full public process with neighbors being notified of the request, the application being sent on referral to outside agencies, the property being posted with a sign, a hearing before Planning Commission who makes a recommendation, and a hearing before the Board of County Commissioners who approves or denies the request. The process will likely take 4-9 months.
- A soils report indicating septic suitability is necessary. Minor subdivision requests may submit a modified soils report per 8.4.9 of the Land Development Code. The Health Department may have additional requirements.
- Areas identified as hazardous should be shown as no build on the plat drawing. The CGS may have additional comments and requirements.
- The property is part of the Black Forest Preservation Plan.

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- A letter of intent is required with the minor subdivision application, which should include how the application complies with 7.2.1D2 and 7.2.1D3 of the Land Development Code, consistency with the county policy plan and small area plan, any environmental concerns, and any other unique information about the property or proposal.
- Other minor subdivision submittal requirements include:
 - A review by the Colorado Geological Survey.
 - Utility easements per LDC 8.4.6; 10' is standard unless otherwise requested by easement holders.
 - 100 and 300-year water supply and sufficiency determination.
 - The water summary sheet, well permit, court decrees, augmentation plans, etc. must be submitted with the application for review by the State and County Attorney.
 - Plat notes may be required notating well restrictions and augmentation requirements of the water decree. Form deeds conveying water rights and water rights for augmentation to individual lot owners will be required.
 - A fire protection report.
 - Title commitment dated within 30 days of submittal, mineral rights certification, legal description, survey closures, and plat drawing.
 - Adjacent property owners notification; copies of the letter and certified mail receipts must be included with the letter of intent.
- Upon approval by the Board of County Commissioners, the applicant has up to one year to record a final plat with the County Clerk. Additional fees at the time of recording will apply for park, school, traffic, and drainage.
- Compiled information is sent to referring agencies for their feedback. Those agencies could include, but are not limited to: El Paso County, El Paso County Road and Bridge, Black Forest Fire Protection District, Academy School District No. 20, Colorado Division of Wildlife, U.S. Fish and Wildlife, and Colorado Geological Survey.
- A forestry management plan prepared by qualified professional needs to be submitted for review.
- A wetlands review by the Army Corps of Engineers will need to be completed.
- U.S. Fish and Wildlife will assess for Preble's Brown Jumping Mouse habitat along Cottonwood Creek.

Engineering

Transportation:

- Based on information provided, a Transportation Impact Study (TIS) is not required.
- County Road Impact Fee is required for each additional lot created which may be paid at the time of plat recordation or at building permit issuance.
- Black Forest road is classified as a Minor Arterial road (100' Right-of-Way). Right of way dedication may be required if the existing ROW line is less than 50 ft. from the road centerline.
- The existing access from Black Forest Road is not approved and will need to be abandoned. Access will be taken from the proposed Braemar Ln. extension.

Drainage:

- A drainage letter is required and should specifically address why water quality and possibly on-site flood control detention are not required.
- Per ECM Appendix I Section I.7.1.B, water quality is not required for low density (rural) housing (2.5 acre or larger lots).

- The property is located in the Cottonwood Drainage Basin, 2016 drainage and bridge fees are \$15,720 and \$860 per impervious acre, respectively.

Grading/Erosion:

- A Grading and Erosion Control Plan is required. The Grading and Erosion Control Plan must be prepared in accordance with the Engineering Criteria Manual and Volume 2 of the Drainage Criteria Manual.
- An Erosion and Stormwater Quality Control Permit (ESQCP) is required. See section 1.1 of the application form for the additional items that must be submitted to obtain an ESQCP.
- A County Construction Activity permit is required. Contact the El Paso County Department of Health and Environment for further information regarding the permit.
- Construction activities that disturb 1 or more acres are required by the Environmental Protection Agency to obtain a Construction Stormwater Permit. Contact the Colorado Department of Public Health & Environment, Water Quality Control Division for further information regarding the permit.

Public Improvements:

- Public Improvements are required. The Applicant will be required to enter into a Subdivision Improvement Agreement (SIA) with the County. The Applicant will be responsible to refer to the Land Development Code (LDC) for information on SIA type(s); the Engineering Criteria Manual (ECM) for the required format or the associated Surety Estimate.
- Construction Plans for the required Public Improvements must be reviewed and approved by Planning and Community Development (PCD) - Engineering before building permits will be issued for the development. All Construction Plan submittals must adhere to the criteria set forth in the ECM.
- New access permit(s) will be required from Planning and Community Development.
- Work within the ROW permit(s) will be required.

Deviation Request:

- All civil engineering designs and studies must be done in conformance with adopted codes, standards and criteria. Any deviations are to be formally identified and requested in writing with justification provided. Deviation criteria can be found in the Engineering Criteria Manual, Sec 5.8. Deviation request will require approval from the County Engineer.
- The Deviation Request Form template is available on request.

Wrap Up

- The project manager briefly went over the application packets, fees, checklists and general timeframe.
- **Minor Subdivision Fee - \$4,537**
- **Colorado Geologic Survey - \$600**
- **Other school, park, traffic, and recording fees.**
- The fee for any additional waiver/deviation requests (more than two) - \$550.00 each. **Please note that requests for waivers and/or deviations may result in additional processing/review delay.**
- **PLEASE NOTE:** Upon the actual submittal, the title commitment must be dated within 30 days of the submittal date. ALL copies of each item requested on the submittal matrix must accompany the submittal for it to be complete or the submittal will be denied.

- **PLEASE NOTE:** All prospective timelines for review are subject to departmental staffing and workload.
- **PLEASE NOTE:** Pursuant to the adopted El Paso County Road Impact Fee Program (Resolution No. 12-382), a transportation impact fee, calculated on a per trip basis, may be due at the time of building permit issuance.
- ***NOTE:*** *Early Assistance is valid for 12 months from submittal of the EA application. If a project submittal is not received within 12 months, a new EA meeting will be required. An audio copy of the meeting is available by contacting the Planning and Community Development Department at (719) 520-6300.*